



Dr.P.THIRUMALVALAVAN,
Registrar

NI/RG/26/GA/039,
8-10.2026

**Circular on Electoral Registration – Circulation of Form-6 and Guidelines for
Registration of Eligible Students as Voters**

All Heads of Departments are hereby requested to **circulate the enclosed Form-6 along with the “Guidelines for Filling up the Application Form-6”** among all eligible students of their respective Departments and encourage them to register themselves as voters.

Form-6 is the application prescribed by the **Election Commission of India for inclusion of the name of a new voter in the electoral roll**. The form is to be addressed to the Electoral Registration Officer of the Assembly/Parliamentary Constituency in which the applicant is ordinarily residing. The accompanying guidelines also clarify that eligible students may enrol either at their **parent's place or at the hostel/mess where they are ordinarily residing**.

Instructions to Heads of Departments

1. The enclosed **Form-6 and Guidelines for Filling up Form-6** shall be circulated among all eligible students of the Department.
2. The **Mentors and Activity Coordinators** of each Department shall meet their respective students/wards and:
 - explain the importance and responsibility of electoral registration;
 - create awareness regarding the value of exercising the right to vote in a democratic society;
 - guide eligible students in filling up Form-6 correctly; and
 - encourage students who have not yet registered as voters to complete the registration process.
3. Students shall carefully fill in all the required particulars in Form-6 and complete the **Declaration portion in all respects**. The guidelines specifically caution that furnishing a false declaration is punishable under Section 31 of the Representation of the People Act, 1950.
4. Students should attach the required **self-attested documents relating to age/date of birth and ordinary residence**, as applicable. The Form-6 specifies acceptable documents for age proof and residence proof.

5. The completed Form-6 may be **submitted directly to the concerned Election Commission/Electoral Registration Officer through the prescribed channel.**
6. Alternatively, students may **hand over their duly completed forms to Prof. Dr. M. Sankaranarayananapillai, Director – Students Welfare**, who will facilitate forwarding the same to the Election Commission/concerned electoral authorities.
7. Heads of Departments are requested to ensure that the above activity is given due importance and that maximum awareness is created among eligible students.
8. The Mentors and Activity Coordinators shall provide necessary guidance to the students while ensuring that the information furnished in the application is **true, complete and supported by the required documents.**

All concerned are requested to extend their full cooperation in this important **civic awareness and voter registration initiative.**

Encl.:

1. Form-6 – Application Form for New Voters
2. Guidelines for Filling up Application Form-6

P. J. J. J.

REGISTRAR

To:

All Heads of Departments – NICHE



Copy to

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| 1. P.A. to the Chancellor | 9. Director Students Welfare |
| 2. P.A. to the Pro-Chancellor | 10. All HoDs (with a request to inform the Faculty Members and Students) |
| 3. P.A. to the Vice-Chancellor | 11. PRO |
| 4. Pro-Vice-Chancellor (Administration) | 12. All Notice Boards |
| 5. Pro-Vice-Chancellor (Academic) | 13. File Copy |
| 6. COE | 14. Mr.S. Jebin Bose with a request to upload in the website |
| 7. First-year coordinator, | |
| 8. Director, Students Affairs | |